



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted **3/23/12**

SECTION I - Identification

Working Title:
Manager, Yellowstone Airport

Department:
Transportation

Job Code Number: 111917

Division & Bureau:
Aeronautics, Airports / Airways

Job Code Title: Program Manager

Section & Unit:

Pay Band: 7

Work Address:
2630 Airport Road
Helena, Mt

Position Number:
66140

Phone:
406-444-2506



FLSA Exempt



FLSA Non-Exempt



Non-Union



MPEA



Blue Collar

Profile Completed By:
J. Greil

Work Phone:
406-444-2506

Work Unit Mission Statement or Functional Description:

The Airports & Airways Bureau oversees all aspects of MDOT involvement in the public and private airport and airway systems in Montana. Operations of the bureau include ownership and management of several state owned airports, including a full service, FAR part 139 certified air carrier airport with full commercial airline service. The bureau provides diverse services to airports and aviators within the state, including airport design and engineering assistance, state-owned airport development, mandatory airport safety inspections, annual studies (including airport capital improvement plans, airfield pavement condition analysis, airport standards and economic impacts). The bureau also publishes an aeronautical chart and airport directory, provides for an airfield parts and supply resale program, assists with distribution of surplus airfield equipment, owns and operates nighttime navigational aids. The bureau also acts as a liaison for other aviation interests and representation on airport issues to local, state and national entities. The bureau also provides airports with development grants and loans, oversees and manages large airport construction projects, statewide aviation planning documents, manages a large operating budget and many other functions. The bureau is a repository for civil airport management, project and aviation related records routinely requested by various aviation interests.

Equipment and facilities managed by the bureau includes approximately 15 state owned airports, 2 fixed wing, high performance aircraft, 26 non-directional airway beacons (NDBs), 68 air-to-ground communication sites (UNICOMS), 18 night-time airway beacons, more than 20 trucks, vehicles, trailers, snowmobiles and four-wheelers, and a large inventory of aircraft / airport parts, supplies, specialized tools and equipment.

Describe the Job's Overall Purpose:

Position acts as the director and manager for the Yellowstone Airport (WYS) and all of its operations and employees. WYS Airport is an FAR Part 139 certified commercial service airport with seasonal scheduled airline passenger service. The airport also receives a large number of private business and recreational aircraft, ranging from small piston to large multi-engine jet aircraft. The WYS Airport is a non-hub commercial service airport, with TSA screening and security, airline ticket counter, FBO, multiple rental car agencies, a restaurant and several other aeronautical and non-aeronautical related tenants. Position is full-time for approximately 8 months of the year and part time for 4 months during the late winter and early spring. The WYS Airport hosts scheduled passenger airline service under an EAS contract for approximately 4 months per year and remains open to all other aircraft operations for approximately 7 months per year. The airport closes to most aviation operations in the late winter and spring and the facility is leased out to other winter related business interests for wintertime revenues.

Position acts under the general direction of the MDT Aeronautics Division Airports/Airways Bureau Chief in support of overall Division goals. Position oversees all aspects of airport management, operations, planning and budget, with an emphasis on economic development. Position sets both short and long term developmental and financial goals and prepares financial and activity reports. Position is primary contact and manager for all airport construction, maintenance and planning projects. Position oversees and administers all private and commercial leases. Position is primary liaison for all local, state and federal contacts and is in charge of maintaining compliance with all applicable federal, state and local regulations in conjunction with operating an FAR Part 139 certified commercial service airport, including FAA compliance issues and DHS/TSA security issues. Position vigorously pursues and coordinates private and commercial development of airport in order to maximize revenues and potential development of airport properties and resources. Position directly supervises two full-time seasonal positions and indirectly oversees other attendant airport employees and tenants. Position will routinely act in the capacity as an ARFF for commercial aircraft operations on a rotating schedule with other airport employees.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

	<i>% of Time</i>
A. GENERAL AIRPORT MANAGEMENT	60%
Overall Airport Management	
Position manages all aspects of day-to-day operations of airport and airport personnel to ensure airport operates efficiently and in accordance with all applicable aspects of the airport's roles and functions within the community and national airport system. Position ensures airport operation is in accordance with all local, state and federal regulations and guidance. Position operates airport in a fiscally responsible manner, in line with Montana Department of Transportation and the Aeronautics Division goals and guidelines. Position fulfills duties with limited supervision, under the general direction of the Aeronautics Division Airports and Airways Bureau Chief.	

Airport Development, Promotion and Community Liaison

Position actively pursues public, private and commercial development of airport resources and assets to maximize fiscal returns that can then be reinvested into the airport to ensure a strong and viable economic base for the airport. Position ensures airport is adequately advertised and promoted at large in order to encourage aviation use and revenue enhancement. Position acts as liaison between the Division, the airport and the greater community that the airport serves. These duties involve direct advertisement, airline/airport service promotions, community tours or functions and airline customer relations and their use of airport facilities. Position actively promotes wintertime use and development of airport facilities for both aviation and non-aviation uses. Position actively seeks solutions for permanent wintertime aviation use and economic viability for year-round operations.

Employee Management

Position manages and supervises 2 full time seasonal employee positions that constitute the operational maintenance, fire protection, security, and custodial needs of the airport. Supervised positions include an operations chief/ARFF/security/maintenance position and an ARFF/custodian/maintenance position. Position may also supervise seasonal intern assistance as well, depending upon availability. Position is responsible for ensuring that the airport staff maintain the airport facilities, buildings, grounds, service areas, vehicles and equipment to the highest standard of safety, cleanliness, and operational readiness consistent with an FAR Part 139 certified commercial service airport serving an international clientele with scheduled airline service. Position determines work schedules, duties and assignments for employees in accordance with department guidelines. Position provides educational programs to ensure required airport staff is properly trained and FAA certified for Airport Firefighting and Rescue operations, and trained for their normal duties. Position is responsible for hiring, termination and discipline of employees in accordance with all departmental regulations. Position performs adequate reviews of employee performance as required and in accordance with departmental guidelines. Position maintains and updates all applicable records relating to employees. Position annually determines dates of active and inactive status of employees to ensure fiscal responsibility and a smooth, safe and efficient operation of airport. Position may supervise Yellowstone Airport volunteers as part of a Division sponsored Volunteer Program if available.

Financial Management

Position receives and reviews monthly revenue and expenditure reports to ensure airport operating expenses and income are correct and within budget. Position reviews reports, makes changes/corrections and submits updated reports to the Division. Position organizes and maintains accurate electronic and hardcopy expenditure, purchasing and other financial records in a manner reflective of a professional office. Position prepares other detailed airport financial reports, airport activity information, and statistical reports as requested by the division or other state and federal agencies. Position oversees, records and approves all airport purchases made by airport personnel. Position ensures that all purchases are within budget and comply with all Department policies and regulations. Position creates and updates long range financial planning as well as other budget status reports. Position creates and updates budgets in accordance with Departmental policies utilizing a budget development system (BDS), Executive Planning Process (EPP) and other means.

Required Federal Reports and Other License Compliance

Position prepares and submits all required and requested Federal Aviation Administration airport reporting forms in a timely and efficient manner. Position directs and ensures timely compliance for all required federal and state forms and reporting elements regarding environmental regulations including drinking water standards and compliance with all liquor license laws. Position acts as the primary civil rights and DBE contact regarding airport matters.

Airport Contract and Lease Management

Position is responsible for the management of all airport contracts, leases and airport tenant relations on behalf of the Division. This responsibility includes contract/lease negotiations, creation, preparation

and conclusion of final agreements in close coordination with DOT legal and purchasing personnel. Position, when necessary, resolves problems that involve tenant relations. Position keeps and maintains accurate contract/lease records and income reports. Position ensures correct and timely payments are made by airport tenants and ensures contract/leaseholders act in compliance with all contracts and leases. Position develops future contract/lease rates based on current market rates, airport fiscal responsibilities and Departmental regulations and submits future rate requests, utilizing the appropriate forms and methods, to the Division for inclusion into legislative package for approval. Position ensures that the use of airport grounds and facilities by non-aeronautical contractors/lessees is consistent with the safe and efficient use of the airport for aeronautical uses.

B. AIRPORT PLANNING, DEVELOPMENT AND CONSTRUCTION

20%

Airport Capital and Developmental Planning

Position determines capital needs for future airport staffing, development, expansion and maintenance projects. Position ensures all appropriate financial, regulatory and Departmental actions are taken in a timely manner so that future airport needs are accomplished when needed. Position periodically reviews airport ALP (Airport Layout Plan) and provides updates as necessary in determining future airport development and financial needs. Position develops and updates the airport CIP (Capital Improvement Plan) as needed and creates reports for the Division to aid in determining future financial appropriation needs for future expenditures for airport. Position works closely with division personnel in developing future airport budget and development requirements. Position oversees purchasing of all equipment needed for airport operation within fiscal constraints and department purchasing requirements.

Airport Project Management

Position acts as airport representative for all airport infrastructure development projects and planning studies. Position prepares documentation, secures consultant and/or contractor contracts and submits applications for federal grants as required. Position acts as Department liaison and/or project manager for all airport capital development and maintenance projects in accordance with DOT purchasing rules, DOT facilities management policies, DOT contractor acquisition and FAA regulations and guidance. These projects occur regularly throughout the operational season. Position works closely with the FAA in planning and acquisition of federal AIP grant monies for large development or planning projects when needed. Position must maintain a close working relationship with many personnel in the performance of these duties, including Department legal, consultant and purchasing employees. Position maintains all records for project and ensures financial responsibility by maintaining accurate financial records and ensuring all invoices are paid on time and all grant appropriations are collected and deposited accurately.

Part 139, ASP, NOTAM and Rules Management

Position ensures airport and personnel compliance with all FAA and TSA regulatory requirements and records regarding safety, security and certification mandates. Position reviews, updates and submits, as needed, the FAR part 139-certification manual with attendant emergency plan. Position ensures that employees complete and maintain accurate records of daily airport inspections, as required by FAR Part 139. Position keeps records of and ensures that compliance issues as reported by inspecting agencies are remedied in a timely manner. Position acts as required secondary Airport Security Coordinator (ASC) for airport. Position ensures the primary ASC (Operations Chief) reviews, updates and submits, as needed, the TSA Airport Security Plan (ASP). Position oversees and supervises primary ASC (Operations Chief) to ensure compliance with all TSA issues. Position ensures that the primary ASC completes all required security tabletop exercises in accordance with Federal regulations and guidelines to test and refine airport responses to emergencies. Position ensures all applicable NOTAMs are reported to the FAA concerning conditions affecting airport safety. Position ensures user and tenant compliance with all airport operating rules and regulations. Position periodically reviews

airport rules and develops suggested amendments to airport rules and regulations for Division consideration.

C. AIRPORT ARFF, MAINTENANCE AND OTHER DUTIES

20%

Emergency Management, Fire Response and Training and Certification

Position acts, or directs personnel to act, as Incident Commander for all Airport emergencies involving aircraft accidents, incidents, security emergencies and other airport emergencies arising from airport operations and in accordance with FAA and TSA regulations. This includes management of volunteer's from United States Forest Service, Interagency Fire Center, and City of West Yellowstone Fire Department and Emergency Services in conjunction with all pertinent airport regulations and manuals. Position is required to have or to obtain certification from an approved facility to act as an ARFF responder for the appropriate type, operation and airport. Position will act as an ARFF responder for required airport operations on a rotating schedule as determined by the manager with the two other airport employees or on occasional short notice if other ARFF personnel are not available for other reasons. The primary ARFF responder (Operations Chief) or the secondary ARFF responder (Custodian/Maintenance) will be responsible for most ARFF operations when feasible. Position is responsible for all scheduling of ARFF duty times and personnel.

Facilities Management and Labor

Position ensures employees perform all required major and/or minor construction, maintenance, daily runway inspections, cleaning or repair to all airport buildings, vehicles, grounds and facilities and numerous smaller pieces of airport operations and maintenance equipment. This work is required for the airport to meet minimum safety standards as set forth by the Yellowstone FAR part-139 Certification Manual and to create and maintain the highest standard of operational safety for all customers who use the airport, general aviation aircraft, Forest Service aircraft, commercial service aircraft and their passengers. These airport facilities, duties and tools include items such as ramps, runways, aprons, taxiways, terminal building and grounds, CFR building and grounds, runway lighting, beacon servicing, minor grading work, obstruction removal, mowing, airside lighted signs, fencing and pavement condition reporting, minor pavement repairs, vehicle tune-ups, repairs, preventive maintenance to ARFF related equipment, approximately 4 vehicles/light-duty trucks, 1 tractor, trailers, mowers, and miscellaneous gasoline powered engines, shop test equipment, manufactures maintenance manuals and shop tools, plant facilities and support systems, landscaping, signs, painting, heaters, emergency generator, light bulbs, mowing, shop bay, stripping and waxing floors, moving furniture, repairing/unplugging toilets and other maintenance activities as assigned by the airport manager. Position ensures that the airport maintains the highest level of personnel and equipment readiness. Position will help provide physical labor with any required repairs, maintenance, cleaning or other upkeep to airport grounds, vehicles and all other facilities if time allows and if warranted specifically by the type of work which needs to be accomplished and if such actions are resourcefully or financially prudent to do so.

Other Duties

Other Division related duties may be assigned to this position as necessary in fulfillment of Department and/or Division goals. These duties may include, but not be limited to:

- Contributing items for publication in a monthly newsletter
- Assists the Bureau with annual aviation conference
- Yellowstone Airport liaison for local, State, and Federal Civil Rights and DBE issues
- Other reasonable duties as required in the fulfillment of the position or as assigned by Bureau Chief

1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Employee and Tenant Management

Have extensive knowledge of airport operations and knowledge of management of an airport encompassing many different employees, tenants and business interests. Effectively oversee day to day airport operations and be able to handle problems as they arise in the fulfillment of normal duties. Be effective with management of one's own and other people's time. Provide leadership for employees and community entities and be able to effectively communicate one's own position and have ability to get project, idea or concept across to all parties. Be prepared as best as possible for both minor and major emergencies, both facility and employee related, to ensure smooth and continuous operation of airport in the best way possible in a manner reflective of an FAR Part 139 certified commercial service airport with scheduled airline passenger service, with an international clientele.

Financial and Developmental Planning

Be able to effectively organize, plan and implement needed development of airport facility as required by industry standards, FAA requirements and MDT mission to ensure operation of the airport as an up to date, state of the art facility within applicable program and budget constraints. Create effective and sound financial planning for facility to allow for minor and major planned developments within the requirements and purview of the FAA regs and the MDT operational and mission rules. Operate airport in the most financially sound manner possible to allow for the best utilization of income versus expenditure while incorporating needed future facility developments.

Airport Technical Knowledge

Have extensive technical knowledge of airport operations and management and keep abreast of all applicable airport related matters concerning airports and their oversight, development and maintenance using gathered information and industry text and trade publications. Effectively communicate and disseminate the information as an expert when needed or requested accurately, authoritatively and timely to various interested parties, both public and private.

Program Management and Contracts:

Develops, write and administer various contracts, leases, grants and programs for multiple assigned duties including airport development projects, tenant leases, employee contracts and agreements and MOUs and agreements with local and state entities for mutual benefit and assistance to the airport by good oversight and organization of program and budgets and communicating effectively both orally and in writing.

Records Management

Organize, update and disseminate as needed all applicable airport information collected and overseen by the position for immediate retrieval and dissemination as needed, with comment if necessary, to various interested parties, both public and private. Information must be as accurate and timely as possible and organized, updated and stored as efficiently as possible to allow for easy access to all parties, both electronic and hardcopy.

Budgeting:

Develop, review and administer basic budgets and fiscal planning for items within this positions purview.

Airport / Facility Maintenance and ARFF Requirements:

Have knowledge of and perform occasional physical labor for maintenance of airport, navigational, electronic and related facilities, including basic electrical and mechanical items. Have good knowledge of airport navigational and communication facilities and operation and development. Be able to obtain and maintain an applicable approved ARFF firefighting certificate and routinely serve duty as an on call ARFF responder.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Ability to climb up to 110' beacon tower using ladder utilizing all appropriate climbing gear and safety apparatus. Position must be able to perform the physical demands associated with basic airport and facility maintenance. Position must meet or exceed the requirements set forth by the FAA to obtain and maintain a valid ARFF responders certificate.

MENTAL

- This position must be able to handle occasional considerable mental stress associated with intensive and challenging workloads, and multiple assignments with scheduled and unscheduled work with demanding deadlines. Position must be able to make occasional critical decisions without assistance with very important implications to flying safety and the general public. Position requires the ability to effectively communicate with peers and the public at large in a manner consistent with its public profile. This position requires an aptitude for high performance and intelligent, logical, deductive reasoning and organization especially relating to diagnostic problem solving and challenging assignments. Occasionally work outside of normal working hours and on weekends to fulfill position duties. Time management of self and others under pressure is critical to success with this position.

2. ***Does this position supervise others?*** ☒ Yes ☐ No

Number directly supervised:

Position Number(s) of those supervised: 66141; 66142

3. ***Attach an Organizational Chart.***

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE OF:

- Principles and practices of airport management and facilities, programs and resources and technology, including their construction, oversight, operational management, financing and maintenance. Knowledge of aviation electronic and visual navigational instruments, airside structures and facilities and the related upkeep and maintenance of those items. Standard industry practices relating to airports and aviation in regards to development, management and maintenance.
- Related use of federal aviation related material including, but not limited to applicable federal aviation regulations, FAA advisory circulars, FAA airport design guide, FAA construction standards and FAA airports related literature, especially those concerned with FAR Part 139 certification and operations and DHS/TSA security and emergency manuals and compliance.

- Public and airport industry trade and technical manuals and guidelines.
- The use and implementation of airport specific rules and regulations, airport layout plans, capital improvement plans, FAR Part 139 manual and airport security manual
- Information related to airport security, as provided or recommended by, the Transportation Security Administration.
- The principles of effective employee oversight and management
- General civil construction practices including airfield/road construction and pavement maintenance, including electrical principles and facility and landside maintenance. Basic principles of survey.
- Program management, procurement, contract writing, basic principles of accounting, budgeting and contract administration
- Effective program management and ways to organize, communicate and disseminate large amounts of information
- The location of and the importance of Federal Aviation rules, regulations and practices, FAA AIP grant application and related information, regulations and practices; and federal airport rules, regulations and especially applicable FAA advisory circulars (ACs) such as 150/5300 Airport design and construction, FAA Terminal Instrument Procedures (TERPS) criteria, various trade manuals and common aviation industry references, TSA, NTSB and other similar federal agency standards, procedures, guidelines. The importance and how to locate information from all-encompassing state and federal regulations such as ARM, MOM, MCA, CFS, related professional and administrative policies, standards and procedures. FAA FAR Part 77 - Objects affecting Navigable Airspace.

SKILLS IN:

- Reviewing information and making sound judgments and opinions relating to the information gathered to make effective and prudent decisions and advice. Assessing complex and rapidly changing technological issues and implementing new technology and methods quickly and accurately. Reading and interpreting Airport Layout Plans, airport survey information and similar airport and aviation technical information
- Effective employee duty management
- Collecting, organizing and disseminating large amounts of information and data for various uses in a timely, accurate and effective manner.
- Effective communication, both orally and written to comprehend, interpret, apply, and explain laws, rules, regulations, policies, and procedures. Establish effective working relationships with a variety of individuals, agencies and personalities to share information in a timely, authoritative and accurate manner
- Program management. Developing, directing, and monitoring projects to successful ends. Organizing and effectively managing several programs and duties with minimal supervision. Making responsible decisions that may be critical to public safety with minimal supervision.
- Developing, writing and administering contracts, leases
- Effective time organization and management
- Basic aviation facility maintenance and repair, including basic electric repair. Basic survey techniques.
- Accounting and budgeting. Determining how money will be spent to insure project success and appropriately account for expenditures.
- Basic office functions and routinely used computer and software programs e.g., Word, Excel, Outlook, Oracle.

Behaviors required to perform these duties:

Responsiveness – Actively contacts and consults with the customer about strategic issues, problems and expectations; assists the customer in identification, process and follow through. Meets or exceeds deadlines, especially where public safety issues are concerned.

Decision Making – Makes difficult decisions based on a realistic and strategic assessment of opportunities and constraints; makes decisions in which calculated risk is taken to achieve maximum results and benefit to organization; aligns decisions with long-term organizational goals.

Judgment – Exercises exceptional judgment in situations of great uncertainty, ambiguity or risk for the whole organization.

Communicate effectively: Carries out the vision and goals of the department; is relied upon by others as a source for valid information; develops and maintains long lasting working relationships with subordinates, peers, and customers. Exhibit responsiveness, credibility, confidence, tact, cooperation and sensitivity. Must be able to handle some classified information appropriately.

Public Service- Performs duties for the benefit of the people of the State of Montana. Avoids taking actions that depart from public duty or violates the public trust.

Dedication- Adheres to organizational goals and the tasks at hand. Aligns actions and activities with the needs and goals of the organization.

Commitment- Maintains a level of knowledge to remain current; desires and actively seeks continuous learning in a profession.

Reliable and Dependable- Reliable and dependable in performing job-related tasks.

Speaks and writes effectively- Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in a group.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Airport management, professional aeronautics, aviation business, aeronautical science, public administration, administrative management, business. A master's degree in any of the above related degrees may substitute for some industry related experience.

Other education, training, certification, or licensing required (specify):

Must obtain and maintain an ARFF firefighting certificate commensurate with the ARFF duties required for the airport.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Requires two (2) or more years of job-related work to successfully perform the assigned duties, including one year of supervision (can be concurrent).

Job-related work experience is defined as experience working as an airport manager, assistant manager, airport management intern, airport operations chief, airport maintenance chief or similar position.

Alternative Qualifications:

This agency may accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Alternative qualifications may be considered on a case by case basis.

The ability to obtain any required certificates within 6 months of the beginning of employment may be allowed.

SECTION IV – Other Important Job Information

<input type="checkbox"/> Fingerprint check	<input checked="" type="checkbox"/> Valid driver's license
<input checked="" type="checkbox"/> Background check	<input checked="" type="checkbox"/> Other; Describe

This position MAY require a DHS / TSA administered background check if requested by that agency for the fulfillment of certain job duties.

Other info. Regarding working conditions such as shifts, lifting requirements, travel or hours.

Position will be full-time 40 hours per week for approximately 8 months (usually mid-April through mid-November) and part-time 20 hours per week for the remaining 4 months. Other work schedules or times may be considered. Position often requires a work schedule that is not 8 to 5, not Monday through Friday and variable from week to week depending upon ARFF duty times, commercial airline scheduling and other airport factors and will occasionally require working extra hours as necessary (earned as comp time). Position requires person to be able to be contacted by cell phone 24/7 every day, except for special circumstances where other arrangements are made in advance. Position will require satisfactory completion of 6-month probationary period. Position may require an FBI security background check. Position must be appropriately ARFF certified or able to be certified within first six months of employment. ARFF certification requires classroom attendance and the ability to pass a live fire burn simulation exercise. This simulation requires a moderate amount of physical strength and endurance. Position requires some travel out of state and occasional travel to Helena by vehicle or by passenger in aircraft. Requested leave from position is subject to approval by the supervisor except in emergency.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: Jim GREIL Title: BUREAU CHIEF

Signature: James R. Greil Date: 4-3-12

Division/District Administrator:

Name: Debbie Alke Title: Administrator

Signature: Debbie Alke Date: 4-3-12

Department Designee:

Linda McKinney Policy and Program Manager

Signature: _____ Date: _____

